

Exam Disruption

I. General

1. The roles of the Exam Proctor and Exam Administrator in maintaining the integrity of Maine EMS written and practical exams are critical to the credibility and effectiveness of the testing process.
2. Exam Administrators and Exam Proctors are empowered with discretionary authority in cases of cheating or disruption by a candidate in either the written or practical exam. When, in the opinion of the Exam Proctor or Exam Administrator, a candidate is discovered cheating on a written or practical exam, the Exam Proctor or Exam Administrator will dismiss the candidate from the exam.
3. In cases of exam disruption, the Exam Proctor or Exam Administrator must dismiss the candidate if the Exam Proctor or Exam Administrator determines that the disruption cannot be immediately corrected or the disruption continues in spite of warning the candidate or the disruption is of a type or severity that requires immediate dismissal to prevent exam compromise.
4. The Exam Proctor or Exam Administrator is urged to contact the regional coordinator or a member of the Maine EMS staff if he or she is uncertain whether dismissal is warranted or if the Exam Proctor or Exam Administrator has any questions or concerns about dismissing a candidate.

II. Inappropriate Conduct

1. If a candidate's conduct during an exam disturbs or prevents others from doing their best, warn (if appropriate) the candidate that he/she will be dismissed from the exam if the behavior/situation continues.
2. Should dismissing a candidate be indicated, the Exam Proctor or Exam Administrator must use his or her best judgment in handling the situation. No action should be taken until it is certain that a candidate's inappropriate conduct has continued despite an initial warning (or is of a type that requires dismissal without warning).
3. When the decision has been made to dismiss, all of the candidate's examination materials must be collected and the candidate dismissed from the exam. The candidate should be told only that his/her inappropriate behavior is the reason for dismissal and that Maine EMS will make notification in writing to the candidate regarding further action.
4. A written report must be prepared by the Exam Proctor or Exam Administrator that provides a full accounting of the incident, paying particular attention to the following criteria:

- A. Identification of each (dismissed) candidate by name, date of birth, Maine EMS license # (if applicable) and examination booklet number (if applicable).
 - B. Identification of any other candidate(s) involved/affected to include name(s), date(s) of birth and examination booklet number(s), as applicable. Explanation must also be included as to what degree the additional candidate(s) was/were involved in the misconduct.
 - C. Identification of all Exam Proctors, Exam Administrators, examiners or programmed patients who also observed the conduct/incident.
 - D. Inclusion of a sketch of the seating arrangement (if applicable), spacing, etc., at the time of the incident. Identification of the (dismissed) candidate seating location and the seating location of all others involved must be included.
5. The Exam Proctor or Exam Administrator must sign and date the report and submit all completed reports to the regional office and Maine EMS on the next business day.

Maine EMS will investigate the dismissal upon receiving the Exam Proctor's or Exam Administrator's report.

III. Cheating – Written Exams

- 1. The Exam Proctor must not allow anyone (including the course instructor or the physician medical director) the opportunity to copy, read, review or record the written examination in any way.
- 2. If a candidate is discovered engaging in any kind of cheating during the examination – such as giving or receiving help; using notes, books or papers of any kind; using recording or photographic/digital imaging devices; telecommunications devices; removing or attempting to remove examination materials or notes from the examination room; or taking part in any type of impersonation, the candidate must be immediately dismissed from the exam.
- 3. The Exam Proctor should take no action until certain that a candidate has given or received assistance, used prohibited information or devices, or otherwise demonstrated behavior that constitutes grounds for dismissal.
- 4. Should it become necessary to remove a candidate from the exam, the Exam Proctor should use his or her best judgment in handling the situation and remove the candidate in a manner that causes the least amount of disruption to the other candidates. All of the candidate's exam materials must be collected before the candidate departs the exam site.
- 5. If a candidate is suspected of cheating, the Exam Proctor must prepare a written report describing what was observed, paying particular attention to the following criteria:

- A. Identification of the suspected candidate by name, date of birth, Maine EMS license # (if applicable) and examination booklet number.
 - B. Identification of any other candidate from whom the suspected candidate may have been copying to include the other candidate's name, date of birth and examination booklet number and, an explanation as to what degree the additional candidate was cooperating in the cheating.
 - C. Names, addresses and phone numbers of all proctors who also observed the conduct/incident.
 - D. A sketch of the seating arrangement, spacing, etc., at the time of the incident. Ensure that the position of the suspected candidate is identified as well as and all others involved.
6. The Exam Proctor must sign and date the report and submit all completed reports to the regional office and Maine EMS on the next business day.

Maine EMS will investigate the dismissal upon receiving the Exam Proctor's report.

III. Cheating – Practical Exams

- 1. If a candidate is discovered engaging in any kind of cheating during the practical exam - such as giving or receiving unauthorized help at a skill station; using notes, books or papers of any kind; using recording or photographic/digital images or imaging devices; telecommunications devices; carrying or attempting to carry notes or other information the skill station; or taking part in any type of impersonation - the candidate must be immediately dismissed from the exam.
- 2. The Exam Administrator should take no action until certain that a candidate has given or received unauthorized assistance, used prohibited information or devices, or otherwise demonstrated behavior that constitutes grounds for dismissal.
- 3. Should it become necessary to remove a candidate from the exam, the Exam Administrator should use his or her best judgment in handling the situation and remove the candidate in a manner that causes the least amount of disruption to the other candidates. Ensure that all of the candidate's exam materials have been collected before the candidate departs the exam site.
- 4. If a candidate is suspected of committing any of the aforementioned actions, the Exam Administrator must prepare a written report describing what was observed, paying particular attention to the following criteria:

- E. Identification of the candidate by name, date of birth, and Maine EMS license # (if applicable).
 - F. Identification of any other candidate(s) who may have been a party to or witnessed the cheating to include the name, date of birth and Maine EMS license # (if applicable). Include an explanation as to what degree the additional candidate(s) was/were involved in the cheating.
 - G. Identification of all Exam Administrators, examiners or programmed patients who also observed the conduct/incident..
5. The Exam Proctor or Exam Administrator must sign and date the report and submit all completed reports to the regional office and Maine EMS on the next business day.

Maine EMS will investigate the dismissal upon receiving the Exam Proctor's or Exam Administrator's report.